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INSTRUCTIONS FOR DISCLOSURE BY PUBLIC EMPLOYEE
PURSUANT TO 930 CMR 6.10

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FINANCIAL INTEREST IN A CONTRACT
REGARDING CERTAIN REAL ESTATE INTERESTS

WHEN TO USE THIS DISCLOSURE FORM

You are a **state, county or municipal employee**. You will have a direct or indirect financial interest in **a contract or agreement to sell, transfer or convey a fee interest, easement or restriction listed in M.G.L. c. 31.** The restrictions listed in M.G.L. c. 31 include conservation, preservation, agricultural preservation, watershed, and affordable housing restrictions.

The contract or agreement is with a public agency **(the "Acquiring Agency")** at the same level of government that you serve. In other words,

- You are a **state employee**, and the sale, transfer or conveyance is to a **state agency**; or

- You are a **county employee**, and the sale, transfer or conveyance is to a **county agency**; or

- You are a **municipal employee**, and the sale, transfer or conveyance is to a **municipal agency**.

In some instances, the Acquiring Agency will be administering a **federally funded program**.

As a state, county or municipal employee, **you do not participate in or have official responsibility for**:

- **the Acquiring Agency's process of recommending or selecting properties** on which to acquire such fee interests, easements or restrictions, or

- **decision-making with respect to such recommendation and selection**.

Before entering into the contract or agreement, you must file a **disclosure** of the financial interest in the sale, transfer or conveyance of the fee interest, easement or restriction listed in M.G.L. c. 31.

FILING THE DISCLOSURE

Complete the disclosure below.

State and county employees file the disclosure with the **State Ethics Commission**.

Municipal employees file the disclosure with the **city or town clerk**.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at requestadvice@massmail.state.ma.us.

Form revised August 2015